

**LYMAN-DAYTON FIRE COMMISSION (FC)**  
**Minutes of Meeting – June 20, 2013**

**Location:** Goodwin's Mills Fire Station – called to order at 6:55 p.m.

**Present** – Fire Commissioners: Ray Demers, Amos Gay, Don Hernon, Jim Roberts, Jim Sotir; Fire Chief Rod Hooper; Dayton/Fire Department Treasurer Angela Cushman,; Lyman Selectmen George Sutton, Vicki Gavel, Ed Sanborn, Steve Marble, Roger Grant; Dayton Selectmen Scott Littlefield, Ted Poirier, Gerry Taylor, Ann Paquette, Clerk

**Absent** – Fire Commissioner: Wendell Smith

**Handouts**

- Draft Minutes of 05-16-13 FC meeting
- Budget FY-2013
- Proposed Amendments to Goodwin Mills Fire Rescue Personnel Policy
  - Section 3.4, On Call Employment
  - Section 9.1, Holiday Pay
  - Section 10.4, Medical Insurance Alternative
- Proposed Amendment to Inter-Local Agreement, Section 4.3(a) Financial Procedures
- Draft: Complaint Reporting Procedure

**FC Votes Taken/Results** – After discussion FC members and Selectmen **voted** as follows:

- **Approved**
  - **FC** - Minutes of 05-16-13 FC meeting with approved minor changes; to be posted on Lyman/Dayton Town websites.
  - **Selectmen** (Lyman, Dayton) approval: Financial Procedure amendment in Inter-local Agreement
  - **Selectmen** (Lyman, Dayton) approval: On-Call Employment amendment in Goodwin Mills Fire Dept. Personnel Policy
  - **Selectmen** (Lyman, Dayton) approval: Earned Benefits-Holiday amendment in Goodwin Mills Fire Dept. Personnel Policy
  - **FC** - Two additional expenditures for Budget FY 2013
  - **FC** - Goodwin Mills Fire Dept. to maintain emergency medical service only; no non-emergency transfers
  - **FC** - Submit bad debts to collection agency for further action
- **Not Approved**
  - **Selectmen** – Lyman approved; Dayton did not approve: Medical Insurance Alternative amendment in Goodwin Mills Fire Dept. Personnel Policy

**Action To Be Taken** – After discussion, FC members agreed on the following:

- **FC Secretary** to forward updated Inter-local Agreement, with new amendment on Financial Procedures, to Selectmen of both towns for signature
- **FC Secretary** to combine both approved amendments to Personnel Policy (on-call employment, earned holiday benefit) and forward to Selectmen of both towns for signature

**Inter-Local Agreement** – Amendment to Section 4.3(a) – Financial Procedures: Add the words “or their appointed deputy” in two places after the word “Treasurer”. Lyman vote: George Sutton motions to accept; Ed Sanborn seconded; motion carries. Dayton vote: Ted Poirier motions to accept; Scott Littlefield seconded; motion carries. FC Secretary, Don Hernon, will forward updated agreement to Selectmen of both towns for signature.

**On-Call Employment (Personnel Policy)**: article as written only addresses call employees in response to a call for service, but not other department activities (i.e. meetings, training, details, etc.); furthermore, it does not indicate that personnel policies apply to call employees. Vote to amend proposal: Lyman vote: George Sutton motions to accept; Steve Marble seconded. Motion carries for Lyman. Dayton vote: Scott Littlefield motions to accept. Gerry Taylor seconded. Motion carries for Dayton.

**Earned Benefits – Holiday (Personnel Policy)**: during budget process, Fire Commission voted to fund this program (\$413). Holidays: New Year’s Day, Thanksgiving Day, Christmas Day, Independence Day. Request to amend Personnel Policy to provide this benefit. Lyman vote: George Sutton motions to accept; Ed Sanborn seconded. Motion carries in Lyman. Dayton vote: Ted Poirier motions to accept; Gerry Taylor seconded. Motion carries in Dayton. FC Secretary, Don Hernon, will combine both of the approved Personnel Policy amendments and submit to Selectmen for signature.

**Personnel Records** – Personnel records for Fire Chief Hooper currently held at Dayton Town Hall. Per Personnel Policy guidelines, it will be transferred to a locked file cabinet at the Goodwin Mills Fire Dept.

**Expenditures** – Fire Chief Hooper, as unanimously approved by FCC, shall make necessary purchases to repair exterior meeting room door (\$500) and top off diesel tanks (\$1,600), for total of \$2,100. This cost will be subtracted from balance of current Budget FY2013 of \$5,884.38. Remaining budget balance to offset next year’s budget.

**Payment for Treasurer Services** – payment for Treasurer’s services mistakenly omitted from Fire Dept. budget. Town meeting would be too costly; possibility of including request for additional funding for these services as part of November referendum. Payment will be deducted from Personnel Budget beginning July 1<sup>st</sup>. Account to be trended for possible over-extension of funds.

**Employee Medical Insurance** – Proposed amendment to GMFR Personnel Policy for medical insurance buyout corrected to add “calendar” year to language. Lyman vote: George Sutton made motion to accept; Steve Marble seconded motion. Motion carries in Lyman. Dayton vote: Ted Poirier made

motion against amendment; Gerry Taylor seconded that motion. Scott Littlefield voted to accept amendment. Motion did not carry.

**Complaint Reporting Procedures** – suggested changes were made as categorized below:

Change ‘GMFR members’ to ‘employees’; add ‘initial complaints from the public to be forwarded to the Fire Chief, unless complaint involves Fire Chief or Fire Commission specifically’.

Fire Chief Rod Hooper will work with FC Secretary Don Hernon to finalize language.

**Bad Debts** – Total of \$9,700 in bad debts (17 names) will be submitted to the Thomas Collection Agency for further action. Regardless of hardship or circumstances involved, collection process must be followed. Waivers will be considered on a case-by-case basis.

**Station Grants** – still in progress as federal government unable to process via computer. Fire Chief will meet with federal officials to complete paperwork by hand, which is due in 90 days.

**Stephen King Grant** – as approved by FCC, grant money was used to purchase rams, struts, airbags, and lumber to build case for airbags. Remaining \$2,000 balance to be used for training on extricating equipment.

**New Students** – 2 students will begin Orientation on July 27<sup>th</sup>.

**Recognition Ceremony:** recognition of recently graduated members and those firefighters/medics that responded to the recent death of a small child (auto accident) took place prior to FCC meeting with friends, family, and Selectmen from both towns in attendance. Photos were taken; the media will be notified of this event.

**Fire Chief Military Leave** – Chief Hooper will be on military leave July 8<sup>th</sup> through July 14<sup>th</sup>.

**Meeting/Workshop** – Thursday, July 11, 2013, 6:30 pm at Dayton Town Hall.

**Next Regular Meeting-** Thursday, July 25, 2013, 6:30 pm at Goodwin’s Mills Fire Station.

Meeting adjourned: 9:00 p.m.

**Submitted, as recorded, this date of June 20, 2013, by FC Clerk, Ann Paquette.**